Data Entry Form

@ = Use pulldown menus for all fields except these.
 * = Internal fields, not displayed to the public.

Main Information	
AGENCY NAME	
department name	
short name or acronym *@	
RECORD NAME @	
common name @	
form number @	
OFFICER TITLE @	
officer name *@	
officer telephone @	
business address	
business address, cont.	
city	
state	
zip	

Access Classification	
10: **ACCESS**	
13: rationale @	
14-1: **LEGAL AUTHORITY**	
14-1: section @	
14-2: legal authority	
14-2: section @	
14-3: legal authority	
14-3: section @	
14-4: legal authority	
14-4: section @	
15-1: **AUTHORITY TO MAINTAIN**	
15-1: section @	
15-2: authority to maintain	
15-2: section @	
15-3: authority to maintain	
15-3: section @	
15-4: authority to maintain	
15-4: section @	

Retention	
16: **RETENTION**	
17-1: Reason	
17-1: Section @	
17-2: Reason	
17-2: Section @	

General Record Information	
18-1: **INFORMATION KEPT**	
18-2: information kept	
18-3: information kept	
18-4: information kept	
19-1: **INDIVIDUALS ABOUT**	
19-2: individuals about	
19-3: individuals about	
19-4: individuals about	
20-1: **SOURCE, NON-GOVERNMENT**	
20-2: source, non-government	
20-3: source, non-government	
21-1: **SOURCE, GOVERNMENT**	
21-2: source, government	
21-3: source, government	
22-1: **AUTHORITY TO REQUEST ACCESS**	
22-1: section @	
22-2: authority to request access	
22-2: section @	
23-1: **STORAGE**	
23-2: storage	
23-3: storage	
24-1: **RECORD USE**	
24-2: record use	
24-3: record use	
24-4: record use	
25-1: **USER, NON-GOVERNMENT**	
25-2: user, non-government	
25-3: user, non-government	
25-4: user, non-government	
25-5: user, non-government	
26-1: **USER, GOVERNMENT**	
26-2: user, government	
26-3: user, government	
26-4: user, government	
26-5: user, government	
27-1: **RECORD LOCATION**	
27-1: media	
27-2: record location	
27-2: media	
27-3: record location	
27-3: media	
28: **GENERAL COMMENTS** @	
29: **PERSONAL RECORD** @	circle YES or NO
30: **AGENCY EDIT COMPLETE** *@	circle YES or NO (the public cannot view records that have not been completed)